

Department of Mental Health  
**TRANSMITTAL LETTER**

**SUBJECT**

**Areas of Consideration for Department of Mental Health Vacancies**

**POLICY NUMBER**

**DMH Policy 712.1**

**DATE**

March 21, 2003

**TL#**

23

**Purpose.** This policy establishes the areas of consideration for competitive vacancies in the Department of Mental Health (DMH).

**Applicability.** The areas of consideration established herein apply to DMH vacancies advertised and filled in accordance with the merit staffing requirements described in Chapter 8 of the District Personnel Manual.

**Policy Clearance.** Reviewed by the Director, Division of Human Resources and the Chief Executive Officers (CEOs) for Saint Elizabeths Hospital and the D.C. Community Services Agency.

**Implementation Plans.** A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation, and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representations (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation shall be completed within sixty (60) days after the date of this policy.*

**Policy Dissemination and Filing Instructions.** DMH managers and supervisors must ensure that DMH staff are informed of this policy. Each staff person who maintains policy manuals must ensure that this policy is filed in the **DMH** Policy and Procedures Manual.

\*If any CMHS or DMH policies are referenced in this policy, copies may be obtained from the DMH Policy Support Division by calling (202) 673-7757.

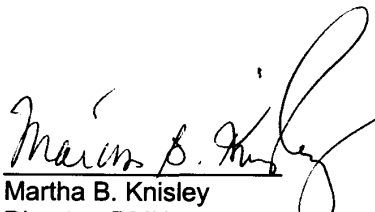
**ACTION**


**REMOVE AND DESTROY**

None

**INSERT**

DMH Policy 712.1

  
Martha B. Knisley  
Director, DMH

<p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p><b>DEPARTMENT OF MENTAL HEALTH</b></p>	<p><b>Policy No.</b> 712.1</p>	<p><b>Date</b> March 21, 2003</p>	<p><b>Page 1</b></p>
<p><b>Supersedes</b> None</p>			
<p><b>Subject: Areas of Consideration for Department of Mental Health Vacancies</b></p>			

1. **Purpose.** This policy establishes the areas of consideration for competitive vacancies in the Department of Mental Health (DMH).

2. **Applicability.** The areas of consideration established herein apply to DMH vacancies advertised and filled in accordance with the merit staffing requirements described in the District Personnel Manual Chapter 8.

3. **Authority.** D. C. Personnel Regulations, Part I, Chapter 8, Sections 837.9 through 837.12; District Personnel Manual Chapter 8, Part II, Subpart 3, Section 3.3.B.4 and Appendix A, Sections A.4.1.a and A.4.1.b and A.9.C.3; and the Mental Health Service Delivery Reform Act of 2001.

4. **Definition.**

- **Area of Consideration** – The area in which the Department makes an intensive search for candidates and from which applications will be accepted in a specific recruitment action.

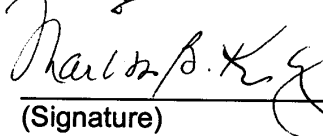
5. **Policy.** As the personnel authority for the Department of Mental Health, the DMH Director or designee may authorize a smaller area than Department-wide as the minimum area of consideration when advertising vacancies under merit staffing procedures.

5a. The DMH Director has determined that the minimum area of consideration for all DMH competitively-advertised vacancies shall be the DMH organizational segment in which the vacancy occurs, i.e., the Authority, the D.C. Community Services Agency, or Saint Elizabeths Hospital. This policy is consistent with the organization of the Department into three (3) organizational segments.

5b. When it is determined that the minimum area of consideration will not produce enough high-quality candidates and that a broader search is needed, the area of consideration shall be Department-wide or Unlimited, taking into account the nature and level of positions covered.

Approved By:

Martha B. Knisley  
Director, DMH

 3/21/03  
(Signature) (Date)